

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Emily Grijalva
Operations Division

SUBJECT: Final Status Notice for the Assistant Director of Alumni Relations
CCE-12-559

DATE: July 2, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Assistant Director of Alumni Relations

Classes currently used by: WIU

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
1065 Assistant Director of Alumni Relations	REVISE	NONE	03/ Managerial	215/ Public Relations	08/15/12

Voiding/Deleting Registers

The registers for the Assistant Director of Alumni Relations should be voided at the close of business on Tuesday, August 14, 2012. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Assistant Director of Alumni Relations (Credentials Assessment) will be effective (available per E-Test) August 15, 2012. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.state.il.us.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

Please contact Emily Grijalva at the University System Office by calling 217.278.3150, Ext. 225 or email at emilyg@sucss.state.il.us if you need additional information.